



EMPLOYEE PERFORMANCE APPRAISAL FORM
(Confidential)

Employee Performance Appraisal shall be conducted periodically and designed to measure the effectiveness of South East Asian Institute of Technology Inc. Employee in performing his assigned duties & responsibilities. This shall also serve as a tool in pinpointing their performance deficiencies.

Employees shall be rated using the range of 5 to 1 as 5 as the highest rating and 1 as the lowest rating.

- 5 – Outstanding**
- 4 – Very Satisfactory**
- 3 – Satisfactory**
- 2 – Poor**
- 1 – Fail**

Name of Employee:

Position:

No. of Years in Position:

Department:

Rating Period:

SUMMARY OF RATING

Numerical Rating:

Adjective Rating:



SUMMARY OF RATING

I. OBJECTIVE PERFORMANCE

PERFORMANCE FACTORS	70%	59.27
II. EMPLOYEE SOFT SKILL	30%	25.77

Legend:

- 5 – Outstanding
- 4 – 4.99 Very Satisfactory
- 3 – 3.99 Satisfactory
- 2 – 2.99 Poor
- 1 – 1.99 Fail

Recommended Areas for Improvement:

Ratees' Signature

Signature over Printed Name

Date

Raters' Signature

Signature over Printed Name of Immediate Supervisor/Dept. Head

Position

Noted by:

ENGR. MILAGROS S. TAMAYO, MIM

Vice President for Admin and Finance
Human Resource Development Officer

Date